



**Department of Purchasing**  
**Donald R. Riley, CPPB, Procurement Specialist**

<b>REQUEST FOR QUOTE NUMBER:</b>		<b>16RFQ110216-DRR</b>
<b>WILL BE RECEIVED UNTIL</b>	<b>November 10, 2016</b>	<b>3:00 p.m. EST</b>
<b>DESCRIPTION:</b> Access Points, Licensing and Power Sources		
<b>Return to:</b> Donald R. Riley, CPPB, Purchasing Specialist City of Stockbridge – Purchasing Department 4640 N. Henry Boulevard Stockbridge, Georgia 30281		
<b>ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING SPECIALIST LISTED BELOW. BIDDERS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE. <b>LAST DAY FOR QUESTIONS November 7, 2016 @ 3:00 P.M. EST.</b></b>		
<b>CONTACT NAME:</b> Donald R. Riley, CPPB	<b>E-Mail Address :</b> DRiley@CityofStockbridge-ga.gov	<b>Telephone Number:</b> (770) 389-7912 (fax only)
<b>All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by City of Stockbridge to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.</b>		
<b>Company Name:</b>		
<b>Company Address:</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-Mail Address:</b>
<b>RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.</b>		
<b>Person submitting QUOTE: (Please Print)</b>		<b>Date</b>
<b>Title</b>		
<b>*Signature of the person submitting QUOTE:</b>		
<small>*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All bidders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.</small>		

**NO BID:** ☐

**REASON:** \_\_\_\_\_



# **Department of Purchasing**

## **Donald R. Riley, CPPB, Procurement Specialist**

### **REQUEST FOR E-QUOTE SPECIFICATIONS**

#### **ACCESS POINTS, LICENSING, AND POWER SOURCES**

#### **FINANCE DEPARTMENT**

#### **1. DESCRIPTION**

The City of Stockbridge Finance Department is soliciting quotes from qualified vendors to provide a Access Points, Licensing, and their Power Sources for the Finance Department.

#### **2. CONTACT PERSON**

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at [DRiley@cityofstockbridge-ga.gov](mailto:DRiley@cityofstockbridge-ga.gov) or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

#### **3. TERM OF AGREEMENT**

This is a one-time procurement.

#### **4. PRODUCT/SERVICE SPECIFICATIONS**

The pricing sheets indicate only probable items intended for procurement. The City of Stockbridge reserves the right to limit the procurement only to the items actually required during the award period.

All materials and supplies requested by the Department must be of professional-grade, commercial quality along with all warranty information.

#### **Software system must include(s) but not limited to the following:**

- 4.1. MR42-HW – Meraki MR42 Cloud Managed Access Point
- 4.2. LIC-ENT-3YR -- Meraki MR Enterprise License 3YR
- 4.3. MA-INJ-4-US – Meraki 802.3at PoE Injectors

## 5. PRICING SHEETS

LINE	DESCRIPTION	UNIT	ESTIMATED QTY	UNIT PRICE
1	MR42-HW Meraki MR42 - Cloud Managed Access Point	Each	10	\$ _____
2	LIC-ENT-3YR - Meraki MR Enterprise License 3 YR	Each	10	\$ _____
3	MA-INJ-4-US - Meraki 802.3at PoE Injectors	Each	10	\$ _____
4	Freight			\$ _____
	Total Cost of All items			\$ _____

**Note:** Any quantities shown are estimates. By giving these quantities as estimates, the City of Stockbridge does not obligate itself to purchase any quantity whatsoever. Vendor agrees to sell to the City at the unit price bid regardless of actual quantity ordered. All substitutions has to be equal or greater in grade, and/or quality. Please include the warranty information for each of the products bidding upon.

## 6. INSURANCE & RISK MANAGEMENT PROVISIONS

### INSURANCE & RISK MANAGEMENT PROVISIONS

- 6.1.1. **INSURANCE REQUIREMENTS:** Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to the City of Stockbridge. Insurance coverage must be current from time of award through the period of final acceptance from City of Stockbridge. The following requirements shall apply.
- 6.1.2. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to City of Stockbridge, as evidenced by return receipts of registered or certified letters.
- 6.1.3. Each respondent shall submit with the quote, evidence of insurability satisfactory to the City as to form and content. Either of the following forms of evidence are acceptable:
- 6.1.4. A letter from an insurance company stating that upon your firm/company being the successful bidder/respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below.
- 6.1.5. A Certificate of Insurance complying with the Insurance Requirements outlined below.
- 6.1.6. Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.
- 6.1.7. The Contractor shall insure that the Request for Bid/Proposal number and Project Description appear on the Certificate of Insurance.
- 6.1.8. The Certificate of Insurance shall identify the Certificate Holder as:

City of Stockbridge – Finance Department  
Attn: Purchasing Specialist  
4640 North Henry Boulevard  
Stockbridge, GA 30281

### 6.2. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)

EMPLOYER'S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$500,000

### 6.3. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

### 6.4. BUSINESS AUTOMOBILE LIABILITY INSURANCE Combined Single Limits

Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).		

6.5. **UMBRELLA LIABILITY**

(In excess of above noted coverage's)      Each Occurrence      -      \$3,000,000

6.6. **PROFESSIONAL LIABILITY**

Each Occurrence      -      \$5,000,000  
(Required if respondent providing quotation for professional services).

6.7. **FIDELITY BOND**

(Employee Dishonesty)      Each Occurrence      -      \$ 100,000

**Insurance in no way Limits the Liability of the Respondent.**

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

The successful contractor will agree to indemnify, save harmless and defend the City, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the City and its employees, agents or representatives.

**THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.**

**COMPANY:**\_\_\_\_\_ **SIGNATURE:**\_\_\_\_\_

**NAME:**\_\_\_\_\_ **TITLE:**\_\_\_\_\_ **DATE:**\_\_\_\_\_